

## Seminole County Classification Description

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Classification Title: Planning Technician II

Class Code: 4930

EEO Code: C

FLSA: Non-exempt

Revision Date: May 2010

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### General Statement of Job

Assists customers and provides technical support for Code Enforcement Board processes. Assists the Growth Management Department in achieving its mission and vision statements.

### Essential Functions

**Note:** *These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.*

Provides clerical support to the Code Enforcement Board.

Prepares all reports and forms required to take a case before the Seminole County Code Enforcement Board, including, but not limited to:

- Creates cases originating from customer contact and inspectors in the field.

- Prepares the notice of hearing for each case, and insuring it is delivered to the respondent.

- Prepares minutes of each case.

- Update case files in the computer and on paperwork.

- Assists customers by answering case-related questions.

- Prepare and send miscellaneous case-related correspondence.

- Close cases once the violation has been corrected.

Answers phones and responds to inquiries. Maintains files, office records, and official records.

Performs data entry and generates reports and forms. Composes proofs, and mails and files correspondence.

Takes and transcribes correspondence, reports, minutes at meetings, and other related materials.

Coordinates meetings and advises office staff members of conferences and appointments as required.

Coordinates long-term, off-site file storage of project records, official records, and other office documents. Assembles and researches materials from files and records in preparing reports, summaries, tabulations, and office correspondence.

Operates standard office equipment including a personal computer, associated software, calculator, or copy machine as necessary to complete assigned duties.

Schedules meetings. Prepares and distributes materials.

**Additional Duties:**

May provide secretarial support to various boards and/or committees as required.

Acts as receptionist as necessary.

May serve as a work leader for a section and supervise staff as assigned.

Performs other related work as required.

**Minimum Qualifications**

A Bachelor's Degree and one (1) to two (2) years experience in a planning-related field or an Associate's Degree with three years experience in a planning-related field, or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

**Special Requirements**

General knowledge of working in an office setting.

Knowledge of Planning principles and practices.

Ability to work well with both technical and planning teams and the public.

Ability to understand and interpret analytical data.

**Technical Requirements**

Experience with Microsoft Office.

**Working Conditions**

Normal office environment, intermittently sitting, standing, stooping.